

Tips for Optimizing Students' PowerPoint Experiences in Blackboard

New in
Bb6

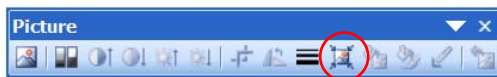
PowerPoint presentations are the most popular content files in Blackboard at NDSU. PowerPoint file sizes, download times, and printing can cause problems for students using Blackboard. These tips can help you decrease the size of your courses and enhance your PowerPoint presentations in Blackboard.

Decreasing File Size:

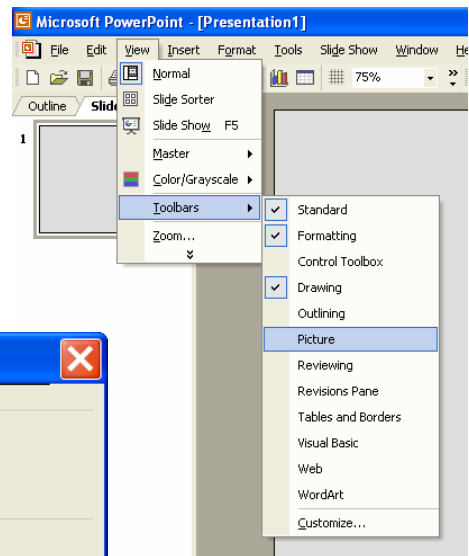
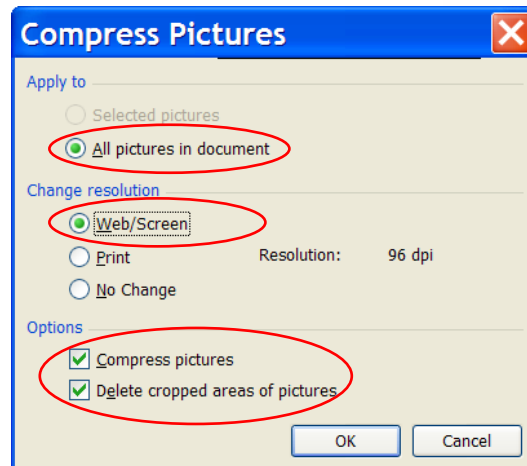
- If you have Adobe Acrobat (not just the free Adobe Reader) installed, create PDF documents from your PowerPoint files
- Convert your slides to print 4-6 slides per page instead of one slide per page, then save the presentation as a PDF file
- Convert the presentation to a Microsoft Word document, then place the Word document in your Blackboard course
 - From the PowerPoint Menu Bar select File, highlight Send To, click Microsoft Office Word, then click the option desired layout option and click OK
- Use only .jpg or .gif files with resolutions of 96 ppi or lower – higher resolutions are totally wasted on computer monitors
- Compress your PowerPoint images (see instructions below) Here's an example:
Original Size 8.77 Mb
Compressed 1.92 Mb
- Don't use the Crop Tool to crop images – file size doesn't change even though the image appears resized! Use an image manipulation application such as Photoshop to crop and/or resize your image, then place the changed image in your presentation

Using the Compress Pictures Option (also available in Microsoft Word):

1. From the PowerPoint Menu Bar select View, highlight Tools, then click Picture if you don't already see the Picture Toolbar displayed on screen



2. Click the Compress Pictures button
3. Choose All pictures in document, Web/Screen, Compress pictures, and Delete cropped pictures
4. Click OK



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